



State of Rhode Island  
Department of Administration / Division of Purchases  
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**ADDENDUM # 3**

11/24/14  
Solicitation #7549102

***Title: Campus Signage Master Plan – Rhode Island College***

**Submission Deadline: 12/04/14 @ 11:00 AM**

**Per the issuance of ADDENDUM # 3 the following are noted:**

- ☒ **Vendor Questions**
- ☒ **Pre-bid Attendance Sheet**

*Interested Parties should monitor this website on a regular basis, for any additional information that may be posted.*

**Gary P. Mosca**  
**Senior Buyer**

**Rhode Island College - Campus Signage Master Plan**  
**RFP 7549102 Vendor Questions:**

**Question:** Page 4, #9 states: "The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds." What funds are available for this work? How much is available? How is this funded?

**Response:** *Funding is not disclosed.*

**Question:** Page 4 indicates 1 original plus 8 copies are required. Page 11 indicates 1 original plus 6 copies are required. Please confirm the number of copies required.

**Response:** *1 original plus 8 copies.*

**Question:** Page 6 states there are "forty eight (43) buildings". Please confirm the number of buildings.

**Response:** *43*

**Question:** Page 7, Task 2b states RIC mapping will be provided in AutoCAD. Does RI College also require our work to be submitted in AutoCAD?

**Response:** *Work shall be submitted in both Adobe Illustrator and .pdf format.*

**Question:** Page 7, Task 2g states "Signage shall incorporate current trends such as QR codes." Does this scope of work also include the technical programing/app development required for functionality with a mobile device?

**Response:** *No.*

**Question:** The scope of work appears to be exterior only. Does this project include any work within any buildings?

**Response:** *No*

**Question:** Page 12, #3 states the technical proposal is limited to "six (10) pages. Please confirm the number of pages. Please confirm of content can be on both sides of the pages. Example: 10 pages printed double-side equals 20 pages of content.

**Response:** *The technical proposal page limitation is removed. There will be no limit to the number of pages.*

**Question:** Page 4, item #13 states that, "no foreign corporation shall have the right to transact business in the State until it shall have procured a Certificate of Authority..." and that, "This is a requirement only of the successful vendor(s)." Page 5, item 19, also states, "An offeror who does not have... must acknowledge non-compliance.... required before an award will be made." Please verify that this means a foreign corporation not authorized may submit and receive intent to award, and which point authorization to conduct business can be secured?

**Response:** *If a foreign corporation does not process a Rhode Island Certificate of Authorization to conduct business within the State they may submit and receive intent to award. The tentative award will provide a time frame for which the requirement is to be met.*

**Question:** Page 1, Note to Applicants, references the four-page bidder certificate. Page 13 references the three-page bidder certificate. The certificate issued via RIVIP is three pages. Please confirm that this is the only and correct copy?

**Response:** *RIVIP is 3 pages.*

**Question:** Page 7, Task 2, item b.... and page 8, Deliverables & Schedule, item 3 both indicate that location plans/maps will need to be provided in AutoCAD. Industry standard typically calls for .pdf documents manufactured in Adobe Illustrator. Will this be acceptable, or are AutoCAD files necessary?

**Response:** *Deliverables shall be submitted in both Adobe Illustrator and .pdf formats.*

**Question:** Page 12, item 3 identifies a page limit for the Technical Proposal. "The Technical Proposal is limited to six (10) pages." Is the limit six (6) or ten (10)? It also says that this excludes any appendices but that resumes should be in this section. Please provide specific direction as to what is and is not counted within the page restriction. Additionally, is the page restriction for physical sheets or number of typed pages, in other words, is one sheet printed on both sides to be counted as one or two pages?

**Response:** *There is no limit on pages.*

**Question:** Is there funding in place to hire the consultant?

**Response:** *Yes.*

**Question:** Is Standard Form 330 to be submitted with proposal as indicted on page 4 #15?

**Response:** Yes

**Question:** Does the College have a budget figure to share with consultants?

**Response:** Budgets are not disclosed.

**Question:** Would award be prior to year end?

**Response:** Target award date would be no sooner than 1/31/15. Target date for project completion would be the end of the fiscal year which is June.

**Rhode Island College clarification on deliverables;**

Wayfinding sign Master Plan: What is being referred to here is "the book", whereas item #3, the conceptual design plan is really the campus plan showing where all the signs should be the type of sign, size of sign etc.

**Question:** The planning stage and implementation stage; is the successful winner of this bid precluded from doing the next phase?

**Response:** No

**Question:** Task 3: Design Signage Elements – item C

**Response:** Within final drawing for the plan, the standard, they should have all dimensions, all material types, etc. as indicated in the RFP

**Question:** During the last RFP there was a line item for potential landscape, is that something the College would still be interested in hearing recommendations in the plan as it relates to signage?

**Response:** Yes, we would be interested in hearing, but since we are not doing a design as it relates to the campus all we would be really looking for at this juncture is that we recommend you put a sign in "this" location, that is this "type" of sign that has "this" type of information on it. We are not looking to incorporate it into the landscaping. The narrative submitted with your final product that this particular location would know that this sign is going to require some landscaping so when the actual implementation the College will know someone is needed to be brought on board for that scope.

**Question:** Are there any existing traffic studies or pedestrian studies that the College would like the consultant to refer to?

**Response:** To the successful vendor the College has some traffic counts and pedestrian counts for the area in front of the Residence Hall, which the College would share. There is not much to offer for the rest of the campus.

**Question:** Is this to orient people who are new to the campus?

**Response:** *This is twofold; 1) to make sure people can get to where they want to get too easily. 2) Improve aesthetics, the signage on campus is old, with a tired feel.*

**Question:** What type of sign, internally lit sign to help people at night?

**Response:** *That would be part of discussion; Rhode Island College has no standard.*

**Question:** Double-checking that the conference was NOT mandatory. Can firms who did not attend still respond?

**Response:** *Pre-Bid Conference was non mandatory. Firms that were not in attendance may submit proposals.*

**Question:** If the prime firm is a DBE/MBE, does it count towards the 10% required?

**Response:** *All forms must meet the requirements of the Minority Business Enterprise Office (MBE). Determinations of these requirements will be made by the MBE Office at time of Tentative Award. At that time all questions regarding MBE will be addressed by that office.*

**Question:** Does it count if the firm is certified in states other than RI?

**Response:** *No.*

**Question:** Is the college planning on keeping some of the current signage?

**Response:** *This would need to be reviewed and discussed as part of this study.*

**Question:** On page 4, item 15, it states that the proposal should include 1 original and 8 copies in section 7 page 11 it states an original plus 6 copies, which one is correct?

**Response:** *1 original plus 8 copies.*

**Question:** On page 4 it also requests for 330 but it is not requested on the section that outlines the response contents. Should form 330 be included in the first tab of the proposal?

**Response:** *Yes.*

**Question:** I understand that there is a new logo being developed. Is it finalized and will we be able to include it in the signage design?

**Response:** *This will need to be reviewed and discussed as part of this study.*

**Question:** Instructions and Notifications to Offerors: Item #13

We understand the Prime contractor is required to have a Certificate of Authority to do business in Rhode Island, however, are Sub-contractors also required to obtain the Certificate of Authority?

**Response:** *No*

**Question:** Scope of Work: Deliverables & Schedule

Could college clarify desired completion date for the entire project from issuance of purchase order?

**Response:** *Six (6) months.*

**Question:** Section 3: Scope of Work: Deliverables & Schedule: Item 3

Typically sign location plans are not done in AutoCAD, the same applies to the sign family overview (due to software limitations in regards to rendering fonts and design elements) Is college willing to accept the sign location plans and sign family overviews submitted in PDF format using the supplied AutoCAD map? Construction details can be provided in AutoCAD.

**Response:** *Signage master plan and sign location plan to be submitted in both Adobe Illustrator and .pdf format.*

**Question:** Will the questions/answers from the pre-bid meeting be posted along with all other questions asked in writing?

**Response:** *Yes*

**Question:** Pg. 1 – "Applicants must register online at State Purchasing website at three-page [www.purchasing.ri.gov](http://www.purchasing.ri.gov)"

Our RIVIP # is 66553. If we registered in 2012 (for original solicitation) do we need to re-register?

**Response:** *It is the vendor's responsibility to maintain their firm information and password for registration. If your firms information and password do not allow a download of the RIVIP certification form htem you may re-register. Normally this may not be necessary, however it is recommended to test your information in advance.*

**Question:** Section 1: Introduction; Instructions and Notifications to Offerors:

Pg. 4 – item 15). An original Proposal plus eight (8) copies, including Standard Form 330...

vs.

Pg. 11 – Section 7: Proposal Submission

Responses (an original plus six (6) copies should be mailed or hand-delivered in a sealed envelope marked "RFP # 7549102 Campus Signage Master Plan - Rhode Island College" to: (etc.)...

In addition to an original Proposal (1 hard copy & 1 digital version), how many copies are required: six (6) or eight (8)?

**Response:** *1 original plus 8 copies.*

Note: 2012 RFP for this project specified an original proposal plus five (5) copies.

**Question:** Section 7: Proposal Submission: Response Contents

Pg. 12 – item 3). The Technical Proposal is limited to six (10) pages (this excludes any appendices).

Is Technical Proposal limited to ~~six~~ (6) or ten (10) pages?

**Response:** *The technical proposal page limitation is removed. There will be no limit to the number of pages.*

**Question:** Certificate of Authorization (COA) pp. 1-4:  
Board of Registration for Professional Engineers

We are a design firm registered as an LLC with no professional engineers on staff; must we submit this application? Please advise.

**Response:** *Yes.*



State of Rhode Island  
Division of Purchases  
One Capitol Hill  
Providence, RI 02908

# "NON-MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET

BID NUMBER	7549102
BID TITLE	Campus Signage Master Plan - Rhode Island College
PRE-BID DATE AND TIME	11/14/14 @ 9:00 AM

Purchasing Representative	Gary P. Mosca
Pre-Bid START TIME	9:00 AM
Pre-Bid END TIME	3:40 PM

COMPANY NAME	COMPANY REPRESENTATIVE	ADDRESS	CONTACT EMAIL	CONTACT PHONE NUMBER	CONTACT FAX NUMBER	PROPOSAL SUBMITTED FOR BIDDING USE ONLY
State of RI	GARY P. MOSCA	One Capitol Hill		401-574-8124		
REG ARCHITECTS	ANDREW RONERO	50 Holden St Providence, RI	aromero@reg.net	401-272-1730	401-273-2156	
Tony Greeley	SURFACE MATTER	111 CHESTNUT	ISSELEY@SURFACEMATTER.COM	401-626-7740		
AECOM	Bob Wright	Providence, RI 02904	Robert.Wright@aecom.com	401-854-2821		
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